



Job Announcement

<http://www.mdcourts.gov>

Opening Date: March 26, 2015
Job Title: Courtroom Clerk
PIN: 812008
Location: Circuit Court for Harford County
Bel Air, Maryland

Closing Date: April 9, 2015
Position Type: Full Time-Temporary At Will
FLSA Status: Non-Exempt
Salary/ Grade: J07 \$32,674 - \$38,760
Financial Disclosure: No

Essential Functions: The Courtroom Clerk prepares for a proceeding before a Judge by setting up the courtroom and organizing the supplies that will be required. This position administers oaths to jurors and witnesses, keeps track of evidence, takes notes of proceedings, and assists the public, attorneys, court agencies and staff by providing information about the status of cases or the Clerk's Office procedures. This position also keeps current with rules of procedures and uses independent judgment in making decisions requiring immediate attention. The Courtroom Clerk also enters data in UCS and Mainframe. Performs other duties as assigned.

Education: High School Diploma or GED.

Experience: Three years of clerical experience to include: A) one year of experience working in a trial or appellate court **or** B) one year of experience in the fields of criminal justice, parole and probation, legal, or other related fields where knowledge of court procedures, rules, regulations, court and legal terminology is acquired.

Notes: Applicants may substitute education in any field from an accredited college or university for up to two years of the required clerical experience at the rate of thirty semester credit hours for each year of experience. In addition, applicants may substitute education in criminal justice, paralegal, judicial studies or related field from an accredited college or university for the required court experience at the rate of thirty semester credit hours for each year of experience.

Preferred: Proficiency in typing, data entry or word processing.

Skills/Abilities: Knowledge of court and legal terminology and the ability to correctly interpret procedures, laws, rules, and regulations. Ability to work with significant time constraints and restrictive working conditions; Ability to understand and carry out complex instructions; Ability to pay attention to detail and communicate effectively. Ability to compose hearing sheets utilizing proper grammar, punctuation, and spelling. Ability to communicate effectively with customers and co-workers. Math skills necessary to calculate fees. Ability to use independent judgment to discern and record pertinent information. Ability to work overtime as needed. Ability to perform all essential functions of this position.

All applicants must complete a Maryland Judiciary Employment Application to be considered for this position (unsigned applications will not be accepted).

Materials must be received at the address below by 4:30 p.m. on the closing date. The candidate selected for this position will be subject to a background check. The Human Resources Department will not be responsible for applications/resumes sent to any other address.

Hon. James Reilly, Clerk of the Court
Circuit Court for Harford County
Courthouse, 20 West Courtland Street
Bel Air, Maryland 21014

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. Employees must be United States citizens or eligible to work in the United States.